

TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE

1001 N. Laburnum Ave.
Henrico, VA 23223-2705
(804) 290-9300

Quarterly Meeting Minutes September 11th, 2012

- I. Call to order:** The meeting was called to order at 3:47pm by Monica Lucas, Chair.
- II. Welcome/Introductions:** All persons who were present stated their name and the program or interest which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the September 11, 2012 meeting.
- a. **Committee Members Present:**
- Monica Lucas – Chairperson
 - Kia Symonds – Vice Chair
 - Corrinthia Morris – Secretary
 - Stephen Dawe – Committee Member
 - William Surber- Committee Member
- b. **Committee Members Absent**
- John Redd – Committee Member
 - John Vannoy –Committee Member
- c. **Advocate Present:**
- Michael Curseen – Human Rights Regional Advocate
- d. **Affiliate Members Present:**
1. Alliant Human Services – Terrance Jones
 2. Associates in Counseling & Therapeutic Services – Delores Smith
 3. Blue Ridge Residential – Catherine St. Ours
 4. Daily Grace Adult Day Program – Sharon Taha; Latosha Frye
 5. EMS Intensive In-Home Services – Jennapher Turner
 6. Family and Adolescent Services – no representative
 7. Family & Community Support Systems, LLC – Julia Griffith
 8. Greater Unity Adult Day Services – Sterling Burton, Eugene Thomas
 9. GROWN Program/I.L. Solutions – Latroyal Smith; D. Jacobs
 10. Hamlet House Youth Services – Qaadira Muhammad
 11. H.O.P.E., Inc. – Charita Watkins
 12. Hope First, LLC - Dena S. Ramsey
 13. H.Y.P.E Youth Services – Nakia Madison; William Jones
 14. OLA Home for Boys – Keshia Burden
OLA Family Services – Keshia Burden
 15. Renaissance Residential Services, LLC – Guirlande Simerville; Masambe

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16. RISEUP, LLC – Denise Turner
17. Southern Virginia Regional Medical Center – Debra Hewitt
19. TIME Family Services, LLC – **Absent**
20. The Trimble Agency, LLC – Nichole Trimble
21. Williamsville Wellness, LLC – Sandra Rasmussen

III. Public Comment: Ms. Lucas offered that for those working with Mental Health Support programs and other adult services, affiliates should make sure that any adults you are working with are versed in the election process this year (i.e., showing identification, etc.). Please find out all of the information that you can so that consumers/clients can participate in the process.

Ms. Woodson and Sterling Burton recently had losses in their family. LHRC extends their condolences.

Latroyal Smith - making folks aware that Medicaid is putting information out on the website regarding Mental Health Support services and that there are public comment forums available. Look often at the Medicaid website to make sure you are aware of those meetings. It was noted that not many of the Tuckahoe LHRC members present received prior notice of the August 2nd DMAS meeting regarding possible changes to Mental Health Support services. A lengthy discussion ensued.

Ms. Taha expressed that she is puzzled as to how you would know that the meeting took place. Concern is that the affiliates in the room are stakeholders but weren't made aware of the meeting. How can we stay abreast when notification was possibly not given in a timely manner?

Ms. Lucas suggested that we check the DMAS website daily. She also mentioned that there are some provider coalitions that affiliates could attend to be kept aware of these happenings in the mental health field. Action should be taken by affiliates to keep policymakers in the loop regarding our consumers/clients.

Ms. Symonds added that most decisions have already been made but that DMAS is just letting us know with the forums. Discussion ensued from various affiliates about these various coalitions and how they work.

IV. Review/Approval of June 5, 2012 Meeting Minutes:

Corrections: Mr. Dawe (Committee Member) indicated that his name is not spelled correctly in the minutes from June 5th. (There is no "s").

Charita Watkins name is missing from HOPE, Inc. as attendee for June 5, 2012 meeting.

Action: The meeting minutes from the June 5th, 2012 meeting were approved with the revisions noted above.

V. Advocate's Report:

- a. Mr. Curseen did not present a report.

VI. Treasurer's Report:

- a. Ms. Cynthia Woodson, of Family & Adolescent Services was not present to provide the financial report for Tuckahoe LHRC on this date. Mr. Sterling Burton reported the following information:

For the last reporting period balance was \$2,083.00. There was an outstanding check for \$56.73 which has not yet been cashed.

Current balance to date is \$2,384.53 as of September 11, 2012. Mr. Burton requested that committee members go ahead and submit for reimbursement.

Mr. Burton reported that the following agencies still owed dues:

~Alliant Human Services

~Family & Community Support Systems – this is incorrect. Providers check was cashed and addressed several months ago. Check was mailed to the P.O. Box.

~GROWN

~TIME

~Trimble Agency (Ms. Trimble indicated she had sent her check in June and she had spoken with Cynthia about cashing the check. The check has still not been cashed).

VII. Old Business:

A. LHRC Follow-up – Revisions to quarterly report for reporting period 1/1/2012 – 3/31/12 for the following Providers:

1. Family and Community Support Systems: Provider LHRC Liaison is incorrect (**Corrected**)
2. Greater Unity: Question 4 lists incorrect e-mail address for Regional Advocate (**Corrected**)
3. Hamlet House Youth Services: Missing Provider LHRC Liaison; Missing Licensing Specialist (**Corrected**)
4. OLA Homes for Boys: Provider LHRC Liaison is incorrect (**Corrected**)
OLA Family Services: Provider LHRC Liaison is incorrect (**Corrected**)
5. Renaissance Residential Services: Information listed on page 1 under Abuse/Neglect should be moved to page 3 under question 2 concerning information about changes to DBHDS licensing status, citations, service additions and closures. (**Corrected**)

Ms. Lucas made a motion that all corrections be approved as resubmitted and corrected. Ms. Symonds and Mr. Surber seconded the motion.

VIII. New Business:

A. Blue Ridge Residential Services - Request for Affiliation for Relocation of Current Sponsored Residential Home Located at Riverdowns South - 14201 Riverdowns South, Midlothian, VA 23113 – Catherine St. Ours, Risk Manager

The Tuckahoe LHRC approved a motion to recommend Blue Ridge Residential Services request for relocation of their residential home as listed above.

B. Human Rights Policies and Procedures Review: RE: Hope First, LLC (second request).

Mr. Curseen stated that all corrections requested by him have been made and received. The Tuckahoe LHRC made the motion to approve Hope First, LLC's policies as stated.

C. Meeting Dates and Reporting Months Schedule for 2012 (Revised). A revised Meeting Date and Report schedule was handed out (dated September 11, 2012). Ms. Lucas reviewed this handout and applicable dates. No further action was needed following review by Ms. Lucas.

D. LHRC Provider Expectation Concerning Attendance Requirement. (A handout was provided to the affiliates). Ms. Lucas reminded affiliates that they must be present from start to end of the LHRC meeting. Affiliates must sign in to be counted present.

It is imperative that affiliates call Mr. Curseen within 24 hours if there are critical incidents – don't wait until the report to relay this information. The committee reads the reports when they are submitted, but the information must be reported to Mr. Curseen within 24 hours. All affiliates will be held accountable for the Agreements that were signed.

E. LHRC Provider Expectation Concerning Requests for Written Documentation. (A handout was provided to the affiliates). Thank you to Catherine St. Ours for coordinating all of the report submissions. Catherine is doing a fabulous job! Ms. Lucas reiterated that "Failure to turn in your Quarterly or Annual Reports by the noted due date will result in a recommendation for citation by the committee" which will go to your licensing specialist.

Ms. Lucas reminded everyone that the committee members review the policies and procedures that are submitted by affiliates after Mr. Curseen and Margaret Walsh or her designee(s) have reviewed the policies. Please make sure that these policy revisions are resubmitted to Mr. Curseen and the committee in a timely manner. The committee is here to help give guidance that is helpful in working with your consumers. Mr. Curseen commented that the handout for written

documentation includes “any” written documentation (reports, policies, etc). Mr. Curseen asked that affiliates respond within the time frame asked by the committee members (i.e., within 10 days). If not sent and received in that time frame, the affiliate would be subject to recommendation for citation.

Ms. Lucas added that at the bottom of the handout titled “Tuckahoe LHRC Meeting Dates and Reporting Months”, Mr. Curseen addressed the reporting requirements for quarterly reports, particularly Question 1 and 4.

IX. Quarterly Reports (2nd Quarter) for Reporting Period 4/1/12 - 6/30/2012:

1. Alliant Human Services – **(Accepted)**
2. **Associates in Counseling & Therapeutic Services** – Page 1 – Provider Liaison is incorrect and needs to be resubmitted. Request that amended report be submitted by 9/12/12.
3. Blue Ridge Residential Services – **(Accepted)**
4. Daily Grace Adult Day Program – **(Accepted)**
5. EMS Intensive In-Homes Services – **(Accepted)**
6. **Family and Adolescent Services** – Review was deferred for the 2nd Quarter Report to next meeting in December because the Provider was not present.
7. Family & Community Support Systems, LLC – **(Accepted)**
8. Greater Unity – **(Accepted after discussion)**
9. GROWN Program/IL Solutions – **(Accepted)**
10. **Hamlet House Youth Services** – Page 1 is missing the Provider Liaison (should be Ms. Ingram); page 3 - the information could not be read by committee members because the copy was not legible. Please retype and email to Ms. St. Ours by tomorrow (9/12/12) adding this information on page 1 and 3.
11. **H.O.P.E., Inc.** – Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse, neglect and complaints. Please re-do and email to Ms. St. Ours by 9/12/12.
12. **Hope First, LLC** – Due to a faxing error, the Provider provided committee with Quarterly #2 report at the meeting to review. Committee reviewed Quarterly Report #1 (reporting period Jan. 1 – March 31, 2012) as well as Quarterly Report #2. IT was reported by the affiliate that they recently received their license. Mr. Dawe had a question regarding Question #1 and what “QA” means to the Provider. Ms. Ramsey addressed the question to Mr. Dawe’s satisfaction. Provider Liaison name is missing on the 2nd Quarterly Report. This needs to be corrected. Ms. Lucas recommended that zeroes be entered in each line if there are no occurrences. This 2nd Quarter Report needs to be resubmitted by 9/12/12.
13. H.Y.P.E. Youth Services – **(Accepted)**
14. Miracles Behavioral Health Center – **This Provider is no longer affiliated with the Tuckahoe LHRC effective September 11, 2012.**
15. **OLA Home for Boys** - Ms. Brooks reported on multiple incidents noted on the 2nd Quarterly Report regarding 2 residents in an altercation; a single incident with a new resident who was assaultive towards a staff member and an additional incident involving residents who were combative. **(Accepted)**
OLA Family Services -
16. Renaissance Residential Services, LLC - **(Accepted)**

17. **RISEUP, LLC** – Provider liaison name is incorrect on the report. On the first page the Provider needs to reflect that there was an allegation and accurately document it in the correct category. Provider reported about incident on June 28th. The Client was discharged from the program on this date. Ms. Lucas noted that in event that a Provider has to call the police, that the Provider should also call Crisis at the CSB to see if the Client can receive additional mental health assistance. Please make sure to put the zeroes in the appropriate lines on the report. **(Accepted)**

18. **Southern Va. Regional Medical Center** – Where Provider has listed “Total Counts Occurred by Types” this should be “0” and there should be 0 “alleged”. Just because there have been restraints or seclusion, doesn’t mean there necessarily were allegations by residents. Please continue to report seclusion and restraints. Please correct the numbers and send to Ms. St. Ours (in the number of alleged types of abuse - total counts) by 9/12/12.

19. TIME Family Services, LLC – **No Reports Received.**

20. The Trimble Agency, LLC – **(Accepted)**

21. Williamsville Wellness, LLC – **(Accepted)**

Action: The Tuckahoe LHRC approved the revisions and submissions to quarterly reports for reporting period April 1 – June 30, 2012 with the exceptions listed above to exclude Family and Adolescent ; Hope First LLC which will be discussed in Executive Session and TIME LLC which will be discussed at a later date. The Tuckahoe LHRC recommended citations to the Office of Licensing for TIME Family Services, LLC for failure to submit the required LHRC attendance and lack of submitting quarterly reports. This will be a second notice.

X. Next Meeting Schedule Date: December 4, 2012

Refreshments: Alliant Human Services

Set Up: Williamsville Wellness

Break Down: Associates in Counseling

Minutes: GROWN

XI. Meeting Adjournment:

The regular meeting adjourned at 5:33 PM

XII. Executive Session:

1) Blue Ridge Residential – Review of Medical/Protective Restraints

2) LHRC Membership Applicant – Ms. Dawn Sykes – (application withdrawn)